1. **Tips to facilitate using TPS.**

These helpful tips are divided into six parts. The first part, called TPS on the Web, outlines a few things that are different than the client-server application; the second part called Shortcuts, outlines actions that saves you time or makes it easier to use the system; the third part, called Procedure Information, outlines actions that may be taken when certain problems arise; the fourth part describes the mandatory fields needed to flow a tentative course to OTA and to activate the course; part five describes the TPR Programmed Production Report; and the final part describes changes to the Activation Date and Effective Date fields under Maintain Course.

1.1 **TPS on the web.**

    a. Screen differences.
        (1)   You must have Internet Explorer 4.0 or higher on your computer.
        (2)   Your computer's resolution must be at least 800 X 600.
        (3)   All screens operate the same as before. We resized the screens to ensure they fit on everyone's computer screen, regardless of their display settings. Please provide us feedback on how they look.
        (4)   Training Location codes and squadron codes have been added to the system.
        (5)   Courses may now have multiple classes with the same start date and each class may have a unique training code and reporting instructions. Class reporting instructions are limited to 250 characters.

    b. Function keys. *CTRL K* displays a list of all function keys. A few examples are:
        (1)   *F11* allows you to enter a query.
        (2)   *CTRL-F11* queries the system.
        (3)   *F4* cancels the query.
        (4)   *CTRL-E* activates the edit function.
        (5)   *CTRL-SHIFT-E* explains ORACLE error messages that appear on the lower left corner of the message line.
        (6)   *CTRL-L* displays a list of values, if available.

    c. Reports.
        (1)   Accessing reports is completely different. We had to create a screen that lists all the reports. This screen is used to select your desired report.
        (2)   Once a report is started, you may not cancel it. As the report is running, your hourglass will be busy. The main difference is that you no longer see the report progress. You will not know what page the report is on.
        (3)   The report is created as a PDF file.
        (4)   A major difference is that after the report is finished, you may access and work on other screens or even run an additional report. This allows you to have several reports open for reference while you are working on another screen.
        (5)   To save a report, you must click on the save icon and then follow the prompts. The save option under the FILE menu option does not work.
   (6)   Unfortunately, web operations does not support the fast reports, so they have been removed.

1.2   Shortcuts.

This section outlines shortcuts that you can take to make your job easier.

a. EXPANDING A TEXT FIELD. When working in a lengthy text field, you may expand the field by *clicking* the *EDIT* icon. You may then grab a corner of the editor box to make it even larger. To close the editor box, *click* on the X in the upper right corner of the editor box. When entering text in a text field, do not use carriage returns at the end of a line.

b. CUTTING AND PASTING. To cut and paste a text field, *highlight* the text that you want to paste to another application. Next, *press and hold* the 'CTRL' key and then *press* the 'C' key on your keyboard. This places the highlighted text into the clipboard. The next step is to go the application (such as word, wordpad, or notepad) where you want to paste the information. *Place* the cursor at the desired spot and *press and hold* the 'CTRL' key and then *press* the 'V' key on your keyboard. The information from the clipboard will be transferred to the new document. You may also do this to paste information into a TPS text field.
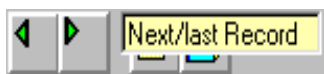
c. GO TO END OF RECORDS. If you are in a field that has numerous records, you may go to the last record by double-clicking the NEXT/LAST RECORD icon. This feature is available only when the icon is labeled NEXT/LAST RECORD. Conversely, if you are at the last record, you can go to the first record by double-clicking the PREVIOUS/FIRST RECORD icon. Again, you may only do this when the icon is labeled PREVIOUS/FIRST RECORD.

d. NEED A PHONE BOOK. To find a phone number of a TPS user, *select* **Maintain** from the **User** menu item and then **Query** on the name of the individual that you need the number for. This is also a great way to find someone's e-mail address.

e. MULTIPLE SELECTION CRITERIA FOR QUERIES. Most users know how to query a single field; however, you can also restrict your query even further by making a query using multiple selection criteria. For example, *select* **Workflow** from the **Maintain Course** menu option. *Enter* your TM code in the TM field and *select* REQUIREMENTS PROCESSED from the drop-down list on the TRQI STATUS field. *Click* the *QUERY* icon. All courses that have requirements processed with the identified TM code appear. Multiple selection criteria queries may be accomplished by using more than two fields, however; you must be careful that you do not restrict your query so much that no records will be returned.

f. QUERY FIELDS WITH WILD CARDS. When querying, use the percent symbol (%) in the front and/or back part of your query if you do not care what comes before or after your query string. Use an underscore (_) to replace a single character. For example, a query string of **%A_R%** will return all courses that have an **A** in the third position and an **R** in the fifth position. A query string of **E3A__1%** will return all courses that begin with **E3A** and have a **1** in the sixth position. You can use these wildcards when querying any text field.

g.   WHAT IS THE DEFINITION OF THE COURSE EFFECTIVE DATE. This is the planned start date of the first class and is entered when the course shell is created or later using the Maintain Course screen.

1.3   Procedure information.

This section outlines procedural information that may make your job easier.

a.   LOST CONNECTIVITY. At times, the user may lose network connectivity. When this happens, you will get Oracle rollback errors and unhandled exceptions. These errors and exceptions appear only when you try to save your changes or try to exit a form. When this happens, you must answer yes to the errors and exit from the TPS. At this point, you may try to log back into TPS. Unfortunately, any changes you made after you lost connectivity will be lost. It is an excellent practice to periodically save your changes as you work. This practice minimizes the data you will lose if you lose connectivity.

b.   DETERMINING A SCHEDULE'S START AND END DATES. When manually creating a course schedule you do not have to calculate the end date; the system calculates it for you. If you enter the start dates and leave the end dates blank, the system calculates the end date based on your parameters when the *VALIDATE SCHEDULE* button is clicked. Also, the system calculates the start dates if the end dates are entered and the start date field is left blank. This feature does not work when scheduling for all fiscal years, because the fiscal year can vary.

c.   TPS LOCK CODES. TPS lock codes are used to control what happens to your course schedules. The lock codes and their uses are:
(1)   Blank - A blank lock code means that the course schedule is unlocked and may be worked on by the training manager. These classes will not be released to OTA.
(2)   TM Lock - A TM lock code means the training manager has released the course to the program manager. Only the program manager may make changes to the course at this time.
(3)   Send to OTA - A Send to OTA lock code means the program manager has validated the schedule and has made the schedule available to OTA. This course will flow to OTA the next time OTA interfaces with TPS. No one is allow to make changes once this lock code is in place.
(4)   Pulled by OTA - A Pulled by OTA lock code means the course was pulled by OTA.
(5)   Unlock Current FY - This unlocks all the classes for the selected fiscal year.
(6)   Lock Current FY - This locks all the classes for the selected fiscal year.
(7)   Unlock to end of FY - This lock code allows you to select a starting point and then unlock all the classes that come after your starting point.
(8)   Send to OTA end of FY - This allows you to select a starting point and then allows you to send all the classes after that point to OTA.
(9)   Delete to end of FY - This allows you to select a starting point and then allows you to delete all the classes after that point.

     d. MANUAL AND AUTOMATIC DISTRIBUTION. TPS allows you to make manual and automatic distributes to the same course. If you have a special situation where you want certain requirements to be distributed into certain classes, then you can do this manually. Once you have these special instances loaded, you can save your work and then distribute the rest of the requirements automatically. Automatic distribution will distribute around the allocations that were made manually.

     e. MESSAGES THAT APPEAR WHEN YOU LOG ONTO TPS. These messages are designed to let you know if you have informational, error, or status messages that pertain to your log-on. These messages are for informational purposes and their use will facilitate your management of your courses.

       (1) If the TPS to OTA and/or OTA to TPS interface generated messages associated with your courses, you will be asked if you would like to see your messages. You may view them from this prompt or you may view these messages by *selecting* the appropriate option under the **User** menu option.

       (2) If there are any workflow messages associated with your courses, you will be told this and the number of messages by the various workflow messages. These messages are:

          (a) Workflow contains # update(s) to your course requirements.

          (b) Workflow contains # update(s) to your courses.

          (c) Workflow contains # courses awaiting coordination by Local Manpower. (This if for local manpower only.)

          (d) Workflow contains # courses awaiting certification by Manpower. (This is for manpower only.)

       (3) To view these workflow messages, *select* the **Workflow** option from the **Maintain Course** menu option. *Do* a query on the messages you want to view. For example, if you want to view all courses that are awaiting certification, *click* on the COURSE STATUS field and *select* the AWAITING CERTIFICATION option. Next, *click* the *QUERY* icon. All of your courses that are awaiting manpower certification appear.

     f. HOW TO GET RID OF THE WORKFLOW MESSAGES. Only the training manager or the program manager who owns the course may delete these messages. The workflow messages are for your information and it lets you track the status of your course up to the time it is activated. Once the course is activated, you may change the course status to work completed. When this is accomplished, the course will be removed from the workflow and it will not appear in the workflow messages when you log on. To change the status to work completed, *select* the **Workflow** option from the **Maintain Course** menu option. To select all courses that have been activated, *click* on the COURSE STATUS field and *select* the COURSE ACTIVATED option. Next, *click* the *QUERY* icon. All of your courses that have been activated appear. *Click* on the COURSE STATUS field for the desired course and *select* the WORK COMPLETED option. *Save* the change by *clicking* on the *SAVE* icon. The next time you log on, this course will not appear in your log-on messages.

     g. HOW TO DISCONTINUE A COURSE UNTIL THE CONVERSION PROCESS WORKS. You must remove the classes in TPS first.

       (1) Have your PM unlock the classes that need to be deleted.

       (2) In TPS, delete the classes using the icon with an X.

(3)   Release the classes back to the PM and the PM will send it to OTA.

(4)   Ensure the interface deletes the classes in OTA.

(5)   The end result should be that every unnecessary class in OTA has a D status code and every unnecessary class in TPS has a class size of zero, meaning it has been deleted. All class ids must be kept in TPS and cannot be reused once they have been deleted in OTA.

h.   THE AFSC COURSE ASSOCIATION PROCESS. This section describes the association process, defines the various elements, and provides examples.

(1)   There are approximately 200 plus AFSC-awarding courses. Of those, there are probably 20 plus variations of how the student pipeline flows to produce the AFSC graduate. Most have at least one feeder course followed by one awarding course. Some have only an awarding course while others may have only feeder courses. The following definitions and examples are provided to help you understand this process.

(2)   The following definitions apply to this association process:

(a)   Feeder Course: part of an AFSC-awarding pipeline flow of courses preceding the final AFSC-awarding course. The fourth position of the course identifier is a "Q".

(b)   Awarding Course: part of an AFSC-awarding pipeline flow of courses that awards the AFSC upon graduation. The fourth position of the course identifier is a "B" or "L".

(c)   Follow-on Course: In rare cases, graduates from an awarding course are routed to an equipment-specific follow-on course before proceeding to the duty assignment. The fourth position of the course identifier would be anything other than a "Q", "B", or "L".

(d)   Sequence #: Identifies the position a course occupies in an AFSC-awarding pipeline course flow.

1   Feeder courses are identified with numbers 1 - 9. This allows for up to 9 feeder courses.

2   Awarding courses are identified by each feeder course preceding it. For example an awarding course with a sequence # of 0 would not have a feeder course; however, if the sequence number is 123, then the awarding course would have courses 1, 2, and 3 as feeder courses. If the sequence # is 312, then feeder course 3 must be completed first, followed by 1 and finally 2.

3   Follow-on courses also use numbers 1 - 9, but this number is indicated as a fractional part (right side of the decimal point) of the sequence #.

(e)   Anchor: A value of FALSE indicates the course is either a feeder or follow-on course. A value of TRUE indicates that the course is an AFSC-awarding course.

(3)   Examples.

(a)   One pipeline path with three feeder courses and one awarding course.

SEQ #	COURSE	ANCHOR
1	feeder course A	False
2	feeder course B	False
3	feeder course C	False
123	awarding course	True

(b)   One pipeline path with one feeder course and one awarding course.

SEQ #	COURSE	ANCHOR
1	feeder course A	False
1	awarding course	True

(c)   One pipeline path with three feeder courses, one awarding course, and one follow-on course.

SEQ #	COURSE	ANCHOR
1	feeder course A	False
2	feeder course B	False
3	feeder course C	False
4	follow-on course D	False
123.4	awarding course	True

(d)   Two pipeline paths for the same AFSC.

SEQ #	COURSE	ANCHOR
1	feeder course A	False
1	awarding course A	True
2	feeder course B	False
2	awarding course B	True

(e)   Six pipeline paths for the same AFSC with two feeder courses and six awarding courses.

SEQ #	COURSE	ANCHOR
1	feeder course A	False
1	awarding course A	True
1	awarding course B	True
1	awarding course C	True
1	awarding course D	True
1	awarding course E	True
2	feeder course B	False
12	awarding course F	True

(f)   No awarding course.

SEQ #	COURSE	ANCHOR
1	feeder course A	False

(g)   No feeder course.

SEQ #	COURSE	ANCHOR
0	awarding course A	True

1.4   Mandatory fields needed to flow a tentative course to OTA and to activate the course.

a.   With the exception of "non-priced" courses, the following course parameter fields must be completed before the course is activated:

(1)   Manpower (AETC/XPMRT) must complete the following fields before they can certify the course (this certification process also activates the course):

    (a)   **OSC -** the Organizational Structure Code that indicates the level of an element within an organization.

    (b)   **PAS** - the Personnel Accounting System code that indicates the location of an organization.

    (c)   **Manpower Hours** - the number of course hours that earn instructor resources and/or student man-years.

    (d)   **Manpower Days** - the number course days that earn instructor resources and/or student man-years.

(2)   The TM must complete the following fields when requesting a new course number using the Request PDS Code/Dash Nr form (detailed instructions are in the TPS Software Users Manual paragraph 3.1.1):

    (a)   **Course ID** - Enter the first 9-12 characters of the new course number following standard course numbering guidelines. Do not enter the dash number since it will be assigned by AETC.

    (b)   **Effective Date** - This field is populated automatically with the current system date, but the TM should enter the date of the first programmed class start date (if known at this time).

    (c)   **TM -** the Training Manager code. This code is populated automatically with the TM code of the requester, but can be manually entered if different than the requester.

    (d)   **Course Title** - As reflected on the official Course Training Plan.

b.   When AETC/DOOP assigns the **PDS Code** and **Dash Number**, they will also fill in the **PM** code (available on the same Assign PDS Code/Dash Nr form). The course is now in Tentative status and will flow to OTA **after** the TM completes step d below.

c.   After the new course has been assigned a dash number and PDS code, the TM must complete the following course parameter fields in Maintain Course before the Tentative course will flow to OTA.

(1)   **Owner Id** - The owner, by function, for the course. The available values are 0JSD, 0JSG, 0JTT, or 0JXP.

(2)   **Subject/Indicator Code -** Identifies the subject matter of the course. The available values are A-Flying, F-Language, M-Medical, P-PME, T-Technical, and W-Weather.

(3)   **Course Reporting Instructions** - Provides reporting instructions to incoming students.

(4)   **Training Location** - Where the training will be conducted. Use the list button to select the appropriate code. If the proper training location code is not available and you want to add it to the list, contact the TPS Program Manager, Mr Bill Decleene, AETC/DOOZ.

(5)   **Course Length** - The length of the course. A value greater than 0 (zero) must be entered into one of the following fields: Common Hours, Classroom Hours, or Other Hours. These fields are on the Course Parameters block of the Maintain Course screen.

(6)   **Common Hours** - the number of common fundamental skill training hours shared by multiple courses.

(7)   **Classroom Hours** - course hours spent in the classroom.

(8)   **Other Hours** - miscellaneous hours included in Course Training Plan.

(9)   **Group Size**

(a)   **Max** - the maximum class size that this course can handle. Must be greater than zero.

(b)   **Pgm -** the programmed class size that this course can handle. This value must be greater than zero, and equal to or less than the maximum class size.

(c)   **Min** - the minimum class size. Must be greater than zero, and equal to or less than the maximum class size.

(10) **Shift Group Limits** (Shift A-T) - the number of concurrent groups for each training shift.

(11) **Squadron -** The Training Squadron that conducts the training. Although the Tentative course will flow to OTA without this field completed, filling in the correct training squadron at this time benefits other reports.

(12) **Acd Calendar** - The academic calendar that best represents the training day for the course. Although the Tentative course will flow to OTA without this field completed, the academic calendar is necessary before class schedules can be built.

After the TM has completed the mandatory fields in the above step, the Tentative course will flow to OTA on the next interface. AETC/DOOP must then enter the **PDS Code** in OTA.

The PM must then complete the following fields to prepare for the activated course to flow to OTA. These fields should be completed prior to AETC/XPMRT certifying the course and the course status changing to Active. (Detailed instructions are in the TPS Software Users Manual paragraph 3.2).

(1)   **DoD Code** - the code signifying a major organizational subdivision of the DoD.

(2)   **Confirmation Code** - the number of days prior to a class start that students must be confirmed. (TPS places a value of 0 by default?)

(3)   **Fund Cite** - the account number provided by AETC for use in TDY orders when the use of AETC funds is authorized.

(4)   **DMET Code** - an indicator of whether or not the course appears in the Defense Military Education and Training Catalog.

(5)   **MMTR Code** - a Military Manpower Training Report code that identifies Air Staff established definitions and categories of training.

(6)   **Coordination between the TM and PM must continue** to ensure all fields are completed and accurate before the course is activated.

1.5   Description of the TPR Programmed Production Report.

The following describes what the various fields mean on the TPR Programmed Production Report.

     a.   Parameter Fields:

          (1)   AFSC - The AFSC you want the report to reflect.

          (2)   Type of Report - Select "All Data" for all the information or "Summary" if you only want to see the report totals.

          (3)   Start FY and End FY - The fiscal year(s) you want the report to reflect.

          (4)   NPS, PS, and RET Variance - Sets the report limits. Enter 0 if you want to see all the data. Enter 10 if you only want to see differences greater than 10, etc.

     b.   Report Fields:

          (1)   FY - The selected FY for the report.

          (2)   AFSC - The selected AFSC for the report.

          (3)   Course - The course or courses that award the AFSC.

          (4)   Elim Rate - The elimination rate for the selected course.

          (5)   Status - The course status. (A-active, T-tentative, etc.)

          (6)   Discontinue Date - The course discontinuation date, if any.

          (7)   Non Prior Service - Includes allocations in the AJ10, AJ20, AJ30 TRQIs.

          (8)   Prior Service - Includes allocations in the AJ1K, AJ3K, and AJ50 TRQIs.

          (9)   Retrainees - Includes allocations in the AJ1J, AJ3J, and AMD0 TRQIs.

          (10) Validated Entry Rqmts - Total validated entry requirements.

          (11) Program Entry - Total allocations that are in classes that have a start date within the selected FY.

          (12) Program Grads - Total allocations that are in classes that have an end date within the selected FY.

          (13) Adjusted Grads - Total program grads minus the elimination rate.

     c.   Report Summary Fields:

          (1)   Total Prog Entries - Grand total of validated entry requirements for all displayed courses.

          (2)   Total Adjusted Grads - Grand total of allocations with the elimination rate applied that are in classes that have an end date within the selected FY.

          (3)   Total PTT (Air Staff) Production - The total TPR production numbers entered into the PTT Requirements Screen. This is Air Staff's desired production.

          (4)   Grad vs PTT Production Difference - This reflects whether or not you met the Air Staff's goal. A positive number means you exceeded the goal and a negative number means you did not meet Air Staff's goal.

          (5)   Grad vs PTT Difference Percentage - The production difference reflected as a percentage.

1.6   <u>Changes to Activation Date and Effective Date fields under Maintain Course.</u>

     The following definition changes are a result of the 30 April 2002 - 1 May 2002 TPS Coordinators Conference.

        a.   **Activation Date -** The same date that Manpower (AETC/XPMRT) certifies the course. The activation date field will populate with the manpower certification date (the course

status to goes to Active at this point). With the exception of "non-priced" courses, no human entry will be allowed in these fields.

      b.   **Effective Date -** The first programmed class start date. The effective date is automatically populated with the current date when the initial course shell is created in the Request PDS Code/Dash Nr form. The TM should override this date with the class start date of the first programmed class, and should update it if that date changes.

      c.   **Discontinue Date -** The date following the graduation date of the last class conducted. This date is entered by the PM after coordination through AETC/DOO channels.

      d.   **"Non-priced" Course -** Any course that does not require AETC instructors or student man-years. AETC/XMRT has a pricing flag they use to identify courses to be priced, but these courses are typically limited to all Type 1 courses, Type 3 AIR courses, Type 4 FTD courses, Type 4 courses with an OSC code of TXED, Type 5 courses that do not have a B, L, or Q in the 4th character position of the course number, and all Type 6 courses. Non-priced courses can be activated by the either the TM or PM.